Parkersburg & Wood Co. PUBLIC LIBRARY

PWCPL BOARD MEETING
Wednesday September 24, 2025
5:15 P.M.

I. **Call to Order** The monthly meeting of the Library Board of the PWCPL was held Wednesday, September 24,2025 in the boardroom. June Rhodes called the meeting to order. Board members present were June Rhodes, Jennifer Carpenter, and Sonya Ashby. Cindy Lockney and Richard Hayhurst were absent. Director Brian Raitz and Assistant Director Jeffrey Cottrell were also in attendance.

II. **Public Forum** – Must sign up before meeting. Limit to 10 people. Three minutes to speak per person. There were no guest speakers.

III. **Minutes, Disbursements, Budget Analysis, Other Reports** – Sonya A. made a motion to accept minutes, disbursements, budget analysis, and other reports followed by a second from Jennifer C. Motion carried. June asked why repairs and maintenance were so high for August ($4,631). Jeffrey thought it may be due to the drain line repairs at Emerson. Brian will check.

Old Business

a) **Arboretum** – No updates.

b) **Bookmobile** – Lisa and Diane (bookmobile drivers) went over color scheme for the ordered bookmobile. Discussed current schedule and number of visitors.
Brian said applications were made for $20,000 in grants from PACF as well as PM Company. He went over the list of other companies and foundations to be pursued for matching funds to the Spartan challenge of $50,000.

c) **Williamstown Library** – Richard H. will be scheduling a meeting with Blaire Hudson.

d) **Capital Projects** – The two capital projects are the Williamstown Library and the bookmobile. Brian R. spoke to Chris B. about a possible Eagle scout project for painting the storage bunker.

e) **Calendar for outside agencies** – See previous month. No updates.

f) **Fundraising-Naming/Branding policy draft**- Jennifer made and Sonya seconded a motion to accept the policy as presented the previous month. Motion carried.

g) **Strategic Plan 3 year plan** – Discussed possible members for committee as well as leadership. Jennifer said she would serve as a Board member on the committee. The plan is to have the committee bring a mission statement and goals to the Board for approval, and then staff would help create the action plans to carry out the goals which would also be approved by the Library Board. Brian will send a link to the current Strategic Plan to the Library Board.

IV. **New Business**

a) Personnel – Brian and Jeffrey are looking at raising the number of hours staff would need to be full time from 35 to 37.5 hours per month. Discussed costs and changes needed in personnel policy if pursued. Brian and Jeffrey will be discussing with FT staff.

V. **Announcements**

a) Brian H. will be retiring at the end of October.

b) IRS bill was paid and a request to reimburse the late fees and interest was submitted. No response expected for at least 6 months.

c) WVLA Fall conference will be October 8-10 in S. Charleston.

d) Next meeting will be Wednesday October 22, 2025 at 5:15 pm.

e) Motion made by Sonya A. to adjourn and Jennifer C. seconded. Motion carried.

Respectfully submitted,

Cindy Lockney

Cindy Lockney, Secretary